

## Auditing Procedures Report

Instructions and MuniCodes

\*=Required Fields

Reset Form

Issued under Public Act 2 of 1968, as amended. (V1.07)

Unit Name: SENECA	County: LENAWE	Type: TOWNSHIP	MuniCode: 46-1-200
Opinion Date-Use Calendar: Oct 10, 2008	Audit Submitted-Use Calendar: Oct 17, 2008	Fiscal Year End Month: 06	Fiscal Year: 2008

If a local unit of government (authorities & commissions included) is operating within the boundaries of the audited entity and is NOT included in this or any other audit report, nor do they obtain a stand-alone audit, enclose the name(s), address(es), and a description(s) of the authority and/or commission.

Place a check next to each "Yes" or non-applicable question below. Questions left unmarked should be those you wish to answer "No."

<input checked="" type="checkbox"/> ?	1. Are all required component units/funds/agencies of the local unit included in the financial statements and/or disclosed in the reporting entity notes to the financial statements?
<input checked="" type="checkbox"/> ?	2. Does the local unit have a positive fund balance in all of its unreserved fund balances/unrestricted net assets?
<input checked="" type="checkbox"/> ?	3. Were the local unit's actual expenditures within the amounts authorized in the budget?
<input checked="" type="checkbox"/> ?	4. Is this unit in compliance with the Uniform Chart of Accounts issued by the Department of Treasury?
<input checked="" type="checkbox"/> ?	5. Did the local unit adopt a budget for all required funds?
<input checked="" type="checkbox"/> ?	6. Was a public hearing on the budget held in accordance with State statute?
<input checked="" type="checkbox"/> ?	7. Is the local unit in compliance with the Revised Municipal Finance Act, an order issued under the Emergency Municipal Loan Act, and other guidance as issued by the Local Audit and Finance Division?
<input checked="" type="checkbox"/> ?	8. Has the local unit distributed tax revenues, that were collected for another taxing unit, timely as required by the general property tax act?
<input checked="" type="checkbox"/> ?	9. Do all deposits/investments comply with statutory requirements including the adoption of an investment policy?
<input checked="" type="checkbox"/> ?	10. Is the local unit free of illegal or unauthorized expenditures that came to your attention as defined in the Bulletin for Audits of Local Units of Government in Michigan, as revised (see Appendix H of Bulletin.)
<input checked="" type="checkbox"/> ?	11. Is the unit free of any indications of fraud or illegal acts that came to your attention during the course of audit that have not been previously communicated to the Local Audit and Finance Division? (If there is such activity, please submit a separate report under separate cover.)
<input type="checkbox"/> ?	12. Is the local unit free of repeated reported deficiencies from previous years?
<input checked="" type="checkbox"/> ?	13. Is the audit opinion unqualified? 14. If not, what type of opinion is it? NA
<input checked="" type="checkbox"/> ?	15. Has the local unit complied with GASB 34 and other generally accepted accounting principles (GAAP)?
<input checked="" type="checkbox"/> ?	16. Has the board or council approved all disbursements prior to payment as required by charter or statute?
<input checked="" type="checkbox"/> ?	17. To your knowledge, were the bank reconciliations that were reviewed performed timely?
<input checked="" type="checkbox"/> ?	18. Are there reported deficiencies? 19. If so, was it attached to the audit report?

General Fund Revenue: ?	\$ 265,473.00
General Fund Expenditure: ?	\$ 267,417.00
Major Fund Deficit Amount:	\$ 0.00

General Fund Balance: ?	\$ 170,991.00
Governmental Activities Long-Term Debt (see instructions): ?	\$ 18,210.00

We affirm that we are certified public accountants (CPA) licensed to practice in Michigan. We further affirm the above responses have been disclosed in the financial statements, including the notes, or in the Management Letter (reported deviations).

CPA (First Name): PHILIP	Last Name: RUBLEY	Ten Digit License Number: 1101009223		
CPA Street Address: 133 W MAIN STREET	City: MORENCI	State: MI	Zip Code: 49256	Telephone: +1 (517) 458-2274
CPA Firm Name: PHILIP R RUBLEY, CPA	Unit's Street Address: SENECA HWY	Unit's City: MORENCI	Unit's Zip: 49256	

**SENECA TOWNSHIP  
LENAWEE COUNTY, MICHIGAN  
ANNUAL FINANCIAL REPORT  
JUNE 30, 2008**

**SENECA TOWNSHIP  
ANNUAL FINANCIAL REPORT  
FOR THE FISCAL YEAR ENDED JUNE 30, 2008**

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# PHILIP R. RUBLEY

— Certified Public Accountant —

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PHILIP R. RUBLEY, C.P.A.

MEMBERS OF  
AMERICAN INSTITUTE OF C.P.A.'S  
& THE MICHIGAN ASSOCIATION OF C.P.A.'S

October 10, 2008

**Board of Trustees  
Township of Seneca  
Lenawee County, Michigan**

## INDEPENDENT AUDITOR'S REPORT

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Seneca Township, Lenawee County, Michigan as of and for the year ended June 30, 2008, which collectively comprise the Township's basic financial statements as listed in the table of contents. These financial statements are the responsibility of Township's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Seneca Township, Lenawee County, Michigan as of June 30, 2008, and the respective changes in financial position and cash flows, where applicable, thereof for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis and budgetary comparison information on pages 2 through 5 and 21 through 22, are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Respectfully Submitted,



Philip R. Rubley, CPA

PRR/cab

**SENECA TOWNSHIP**  
**Management's Discussion and Analysis**  
**June 30, 2008**

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**Using This Annual Report**

This annual report consists of a series of financial statements. The statement of net assets and the statement of activities provide information about the activities of Seneca Township a government-wide basis. They are designed to present a longer-term view of the Township's finances. Fund financial statements, follow the above-mentioned statements and illustrate how the services provided by the Township were financed in the short term, as well as what remains for future spending. Additionally, fund financial statements report the Township's operations in more detail than the government-wide financial statements.

In a condensed format, the table below shows the net assets as of June 30, 2008.

	<b><u>Governmental Activities</u></b>
	<b><u>2008</u></b>
Current Assets	\$174,521
Noncurrent Assets:	
Capital Assets	<u>48,814</u>
<b>Total Assets</b>	<b><u>223,335</u></b>
Current Liabilities	3,314
Long-Term Liabilities	<u>18,210</u>
<b>Total Liabilities</b>	<b><u>21,524</u></b>
Net Assets:	
Invested in Capital Assets	48,814
Unrestricted	<u>152,997</u>
<b>Total Net Assets</b>	<b><u>\$201,811</u></b>

The Township's combined net assets increased 25.8 percent from a year ago, increasing by \$41,427.

**SENECA TOWNSHIP**  
**Management's Discussion and Analysis**  
**June 30, 2008**

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The following table shows the changes in net assets as of June 30, 2008.

	<b>Governmental Activities</b>
	<b><u>2008</u></b>
<b>Revenue</b>	
Program Revenue:	
Charges for Services	\$ 24,169
General Revenue:	
Property Taxes/Special Assessments	148,323
Intergovernmental	91,055
Interest	<u>1,958</u>
<b>Total Revenue</b>	<u>265,505</u>
 <b>Program Expenses</b>	
General Government	56,208
Public Safety	63,755
Public Works	98,744
Community & Economic	
Development	2,058
Other Functions	<u>3,313</u>
<b>Total Program Expenses</b>	<u>224,078</u>
 <b>Change in Net Assets</b>	 41,427
<b>Net Assets – Beginning of Year</b>	<u>160,384</u>
<b>Net Assets – End of Year</b>	<u>\$201,811</u>

**SENECA TOWNSHIP**  
**Management's Discussion and Analysis**  
**June 30, 2008**

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**Governmental Activities**

The Township's expenses increased for highways, streets and bridges, with the remaining expenses being constant with the prior year.

**The Township's Funds**

Our analysis of the Township's major funds begins on Page 8, following the government-wide financial statements. The fund financial statements provide detailed information about the most significant funds, not the Township as a whole. The Township board creates funds to help manage money for specific purpose as well as show accountability for certain activities. The Township's major fund for 2008 is the General Fund.

**General Fund Budgetary Highlights**

Over the course of the year, the Township administration and Township Board monitor the budget to take into account unanticipated events that occur during the year. No significant changes in revenue occurred in the fiscal year.

**Capital Asset and Debt Administration**

At the end of 2008, the Township had \$69,153 invested in capital assets, including buildings, and equipment. In addition, the Township has invested significantly in roads within the Township. These assets are not reported in the Township's financial statements because of Michigan law.

**Economic Factors and Next Year's Budget and Rate**

Seneca Township is in rural Lenawee County, Michigan a farm community. Anticipated property tax increases and growth not expected. In addition, State revenue sharings, which represents 35 percent of the General Fund budget, is likely to decrease, because of the State's current economic state. This will require close tabs on expenditures for the upcoming year. Adjustments will be made to mirror the revenue base, ensuring the continuation of the trend of excess revenues over expenditures.

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**SENECA TOWNSHIP**  
**Management's Discussion and Analysis**  
**June 30, 2008**

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**Contacting the Township's Management**

This financial report is intended to provide our citizens, taxpayers, customers and investors with a general overview of the Township's finances and to show the Township's accountability for the money it receives. If you have questions about this report or need additional information, we welcome you to contact the clerk's office.



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**SENECA TOWNSHIP**  
**Government Wide Statement of Net Assets**  
**June 30, 2008**

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	<b>Governmental Activities</b>
<b><u>ASSETS</u></b>	
Cash and Cash Equivalents	\$140,223
Property Tax Receivable	216
Accounts Receivable	30,792
Prepaid Expenses	3,290
Capital Assets Not Being Depreciated	12,000
Capital Assets Being Depreciated, Net	<u>36,814</u>
<b>Total Assets</b>	<b><u>\$223,335</u></b>
 <b><u>LIABILITIES</u></b>	
Accounts Payable	\$ 542
Accrued and Other Liabilities	2,772
Long-Term Liabilities Due Within One Year	<u>18,210</u>
<b>Total Liabilities</b>	<b><u>21,524</u></b>
 <b><u>NET ASSETS</u></b>	
Invested in Capital Assets	48,814
Unrestricted	<u>152,997</u>
<b>Total Net Assets</b>	<b><u>\$201,811</u></b>

The notes to financial statements are an integral part of these statements.

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**SENECA TOWNSHIP**  
**Government Wide Statement of Activities**  
**Year Ended June 30, 2008**

<b>FUNCTIONAL PROGRAMS</b>	<b>Expenses</b>	<b>Program Revenues</b>	
		<b>Charges For Services</b>	<b>Net (Expense) Revenue</b>
Governmental Activities:			
General Government	\$ 56,208	\$ 9,683	\$ (46,525)
Public Safety	63,755	3,589	(60,166)
Public Works	98,744	10,897	(87,847)
Community and Economic Development	2,058	---	(2,058)
Other Functions	<u>3,313</u>	<u>---</u>	<u>(3,313)</u>
<b>Total Governmental     Activities</b>	<b><u>\$224,078</u></b>	<b><u>\$24,169</u></b>	<b><u>(199,909)</u></b>
<b>Change in Net Assets</b>			<b><u>(199,909)</u></b>
General Revenues:			
Property Taxes			148,323
Intergovernmental Revenues			91,055
Interest Income			<u>---</u>
<b>Total General Revenues</b>			<b><u>241,336</u></b>
<b>Change in Net Assets</b>			<b>41,427</b>
<b>Net Assets, Beginning of Year</b>			<b><u>160,384</u></b>
<b>Net Assets, End of Year</b>			<b><u>\$ 201,811</u></b>

The notes to financial statements are an integral part of these statements.

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**SENECA TOWNSHIP**  
**Governmental Fund Balance Sheet**  
**June 30, 2008**

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	<b>General Fund</b>
<b><u>ASSETS</u></b>	
Cash and Cash Equivalents	\$140,223
Property Tax Receivable	216
Accounts Receivable	30,792
Pre-Paid Expenses	<u>3,290</u>
<b>Total Assets</b>	<b><u>\$174,521</u></b>
 <b><u>LIABILITIES</u></b>	
Accounts Payable	\$ 542
Accrued Payroll	2,158
Accrued Expenses and Deductions	614
Deferred Revenue	<u>216</u>
<b>Total Liabilities</b>	<b><u>3,530</u></b>
 <b><u>FUND BALANCE</u></b>	
Unreserved	
Undesignated	<u>170,991</u>
<b>Total Fund Balance</b>	<b><u>170,991</u></b>
 <b>Total Liabilities and Fund Balance</b>	 <b><u>\$174,521</u></b>

The notes to financial statements are an integral part of these statements.

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**SENECA TOWNSHIP**  
**Reconciliation of Fund Balances on the Balance Sheet for Governmental Funds**  
**to Net Assets of Governmental Activities on the Statement of Net Assets**  
**For The Year Ended June 30, 2008**

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<b>Fund Balances – Total Governmental Funds</b>	<b>\$170,991</b>
 <b>Amounts Reported for Governmental Activities in the Statement of Net Assets are Different Because:</b>	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds.	
ADD - Capital Assets	69,153
DEDUCT - Accumulated Depreciation	(20,339)
Taxes Receivable - Deferred are revenue on the government-wide statement.	216
Proceeds from note payable Lenawee County, Michigan treated as a financial resources in period issued, but increases liabilities in the statement of net assets government-wide basis.	<u>(18,210)</u>
<b>Net Assets of Governmental Activities</b>	<b><u>\$201,811</u></b>

**SENECA TOWNSHIP**  
**Governmental Fund Statement of Revenue, Expenditures, and Changes in Fund Balance**  
**For The Year Ended June 30, 2008**

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	<b>General Fund</b>
<b><u>REVENUES</u></b>	
Taxes and Assessments	\$148,291
Licenses and Permits	3,589
Intergovernmental	91,055
Charges for Services	8,507
Interest	1,958
Other Revenue	8,696
Metro Act	<u>3,377</u>
<b>Total Revenues</b>	<u>265,473</u>
 <b><u>EXPENDITURES</u></b>	
General Government	54,848
Public Safety	63,755
Public Works	135,481
Community & Economic Development	2,058
Other Functions	3,313
Capital Outlay	<u>7,962</u>
<b>Total Expenditures</b>	<u>267,417</u>
 <b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	
	(1,944)
 <b>Fund Balance, Beginning of Year</b>	 <u>172,935</u>
 <b>Fund Balance, End of Year</b>	 <u>\$170,991</u>

The notes to financial statements are an integral part of these statements.

**SENECA TOWNSHIP**  
**Reconciliation of the Statement of Revenues, Expenditures and Changes in**  
**Fund Balances of Governmental Funds to the Statement of Activities**  
**For The Year Ended June 30, 2008**

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**Net Change in Fund Balances – Total Governmental Funds** \$(1,944)

**Amounts Reported for Governmental Activities in the  
Statement of Activities are Different Because:**

Government funds report capital outlays as expenditures.  
However, in the statement of activities, the cost of  
those assets is allocated over their estimated  
useful lives and reported as depreciation expense.

ADD - Capital Outlay 7,962

DEDUCT - Depreciation Expense (1,360)

Repayment of notes payable is a expenditure in the  
governmental funds, but the repayment reduces  
long-term liabilities in the statement of net assets. 36,737

Taxes Receivable - Deferred are revenue on the  
government-wide statements. 32

**Change in Net Assets of Governmental Activities** \$41,427

**SENECA TOWNSHIP**  
**Fiduciary Funds – Statement of Net Assets**  
**June 30, 2008**

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	<b>Tax Collection Fund</b>
<b><u>ASSETS</u></b>	
Cash	\$ 55
<b>Total Assets</b>	<b><u>\$ 55</u></b>
 <b><u>LIABILITIES</u></b>	
Due to Other Governmental Units	\$ 55
<b>Total Liabilities</b>	<b><u>\$ 55</u></b>

The notes to financial statements are an integral part of these statements.

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**SENECA TOWNSHIP**  
**Notes to Financial Statements**  
**June 30, 2008**

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**NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The accounting policies of the Seneca Township conform to accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental units. The following is a summary of the significant accounting policies used by the Seneca Township.

**A. Reporting Entity**

Seneca Township is governed by an elected board. The accompanying financial statements present the government for which government is considered to be financially accountable.

**B. Government-Wide and Fund Financial Statements**

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the nonfiduciary activities of the government. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities which rely to a significant extent on fees and charges for support. There are no business type activities for the Township.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include: (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenue.

Separate financial statements are provided for governmental funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

**C. Measurement Focus, Basis of Accounting and Financial Statement Presentation**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are fiduciary fund financial statements. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.



**SENECA TOWNSHIP**  
**Notes to Financial Statements**  
**June 30, 2008**

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Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, expenditures relating to compensated absences, and claims and judgments are recorded only when payment is due.

Property taxes, franchise taxes, intergovernmental revenue licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

The government reports the following major governmental funds:

The General Fund is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The government reports the following fund types:

The Fiduciary Funds account for assets held for other governments in an agency capacity, including tax collection, and other project funds.

Private-sector standards of accounting issued prior to December 1, 1989, are generally followed in both the government - wide and proprietary fund financial statements to the extent that those standards do not conflict with the standards of the Governmental Accounting Standards Board. The government has elected not to follow private-sector standards issued after November 30, 1989 for its business-type activities.

As a general rule, the effect of interfund activity has been eliminated from the government -wide financial statements.

Amounts reported as program revenue include: (1) charges to customers or applicants for goods, services or privileges provided; (2) operating grants and contributions; and (3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenue rather than as program revenue. Likewise, general revenue includes all taxes.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first, then unrestricted resources as they are needed.

**D. Assets, Liabilities, and Net Assets or Equity**

1. **Bank Deposits and Investment** – Cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with a maturity of three months or less when acquired. Investments are stated at fair value.

**SENECA TOWNSHIP**  
**Notes to Financial Statements**  
**June 30, 2008**

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State statutes authorize the government to deposit in the accounts of federally insured banks, credit unions, and savings and loans associations, and to invest in obligations of the U.S. Treasury, certain commercial paper, repurchase agreements, bankers acceptances, and mutual funds composed of otherwise legal investments.

2. **Receivables and Payables** – In general, outstanding balances between funds are reported as "due to/from other funds." Activity between funds that is representative of lending/borrowing arrangements outstanding at the end of the fiscal year is referred to as "advances to/from other funds." Any residual balances outstanding between the governmental activities and the business-type activities are reported in the government-wide financial statements as "internal balances."
3. **Prepaid Items** – Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements using the consumption method.
4. **Capital Assets** – Capital assets, which include property, plant, equipment, infrastructure assets (e.g., roads, bridges, sidewalks, and similar items) are reported in the applicable governmental or business-type activities column in the government-wide financial statements. Capital assets are defined by the government as assets with an initial individual cost of more than \$1,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

Property, plant and equipment is depreciated using the straight-line method over the following useful lives:

Buildings	40 to 60 years
Office Equipment	5 to 7 years
Computer Equipment	3 to 7 years

5. **Long - Term Obligations** – In the government-wide financial statements and the proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net assets. Bond premiums and discounts, as well as issuance costs, are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount. Bond issuance costs are reported as deferred charges and amortized over the term of the related debt. In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts are reported as other financing uses. Issuance costs are reported as debt service expenditures.

**SENECA TOWNSHIP**  
**Notes to Financial Statements**  
**June 30, 2008**

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The general government function of the General Fund is treated as a department for budgetary purposes and its budget is adopted at the object level. No significant adjustments were made to the budget.

6. **Fund Equity** – In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

**NOTE 2 – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

- A. **Budgetary Information** – Annual budgets are adopted on a basis consistent with generally accepted accounting principles for all governmental funds. All annual appropriations lapse at fiscal year end.

On or before the end of June of each year, the Board presents the proposed budget for review and holds public hearings and a final budget adopted.

The appropriated budget is prepared by fund, function and department.

The general government function of the General Fund is treated as a department for budgetary purposes and its budget is adopted at the object level. No significant adjustments were made to the budget.

- B. **Excess of Expenditures Over Appropriations In Budgeted Funds** - P.A. 621 of 1978, as amended, provides that a local unit shall not incur expenditures in excess of the amounts appropriated. During the year ended June 30, 2008, the government incurred expenditures in excess of amounts appropriated at the legal level of budgetary control as follows:

	<u>Amended Budget</u>	<u>Actual</u>	<u>Variance</u>
<b>Public Works:</b>			
Street Lights	\$800	\$835	\$35

**NOTE 3 – DEPOSITS AND INVESTMENTS**

The government unit's deposits and investment policy are in accordance with statutory authority.

**SENECA TOWNSHIP**  
**Notes to Financial Statements**  
**June 30, 2008**

At year-end the government's deposits and investments were reported in the basic financial statements in the following categories:

**Governmental  
Activities**

Cash and Cash Equivalents      \$140,278

The checking account balance is insured by federal depository insurance of \$41,263.

Investments are categorized into these three categories of credit risk:

1. Insured or registered, or securities held by the Local Governmental Unit or its agent in the government's name;
2. Uninsured and unregistered, with securities held by the counterparty's trust department or agent in the government's name; and
3. Uninsured and unregistered, with securities held by the counterparty or by its trust department or agent but not in the Local Governmental Unit's name.

	<u>Category</u>				<u>Carrying Amount (Fair Value)</u>
	<u>1</u>	<u>2</u>	<u>3</u>	<u>Uncategorized</u>	
Cash - Checking					
Bank	<u>\$41,263</u>	<u>\$99,015</u>	<u>\$ ---</u>	<u>\$ ---</u>	<u>\$140,278</u>

The above amounts include Trust and Agency Funds of \$55.

**Deposits Custodial Credit Risk**

Custodial credit risk is the risk that in the event of a bank failure, the Township's deposits may not be returned to it. The Township does not have a deposit policy for custodial credit risk. As of June 30, 2008 - \$99,015 of the Township's \$140,278 was exposed to custodial credit risk as follows:

Uninsured and Collateralized      \$99,015

**Investment Custodial Credit Risk**

The Township has all of its investment in money market and certificate of deposits, thus not subject to investment credit risk.

**SENECA TOWNSHIP**  
**Notes to Financial Statements**  
**June 30, 2008**

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**Concentration of Credit Risk**

The Township places no limit on the amount they may invest in one issue. 100% of their investments at June 30, 2008 are in savings accounts, money market accounts and certificate of deposits.

A reconciliation of cash and investments as shown on the Statement of Net Assets and Statement of Fiduciary Net Assets to deposits and investments as classified for note disclosure purposes is as follows:

<b>Statement of Net Asset:</b>	
Cash and Cash Equivalents	<u>\$140,223</u>
	<u>140,223</u>
<b>Statement of Fiduciary Net Asset:</b>	
Agency Funds:	
Cash and Cash Equivalents	<u>55</u>
	<u>55</u>
	<u>\$140,278</u>

**NOTE 4 – RECEIVABLES**

Receivables as of year-end for the government are as follows including applicable allowances for uncollectible accounts.

<b><u>General Fund</u></b>	
Taxes Receivable	\$ 216
State of Michigan	29,615
Other	<u>1,177</u>
<b>Total</b>	<u><b>\$31,008</b></u>

**SENECA TOWNSHIP**  
**Notes to Financial Statements**  
**June 30, 2008**

**NOTE 5 – CAPITAL ASSETS**

<b>Governmental Activities</b>	<b><u>Beginning Balance</u></b>	<b><u>Increase</u></b>	<b><u>Decreases</u></b>	<b><u>Ending Balance</u></b>
Capital Assets Not Being Depreciated:				
Land	\$ 12,000	\$ ---	\$ ---	\$ 12,000
Capital Assets Being Depreciated:				
Building	42,645	7,962	---	50,607
Equipment	4,334	---	---	4,334
Office Equipment	2,212	---	---	2,212
<b>Total Capital Assets Being Depreciated</b>	<u>49,191</u>	<u>7,962</u>	<u>---</u>	<u>57,153</u>
Less Accumulated Depreciation For:				
Building	(12,433)	(1,360)	---	(13,793)
Equipment	(4,334)	---	---	(4,334)
Office Equipment	(2,212)	---	---	(2,212)
<b>Total Accumulated Depreciation</b>	<u>(18,979)</u>	<u>(1,360)</u>	<u>---</u>	<u>(20,339)</u>
<b>Total Capital Assets, Being Depreciated, Net</b>	<u>30,212</u>	<u>6,602</u>	<u>---</u>	<u>36,814</u>
<b>Governmental Activities Capital Assets, Net</b>	<u>\$ 42,212</u>	<u>\$ 6,602</u>	<u>\$ ---</u>	<u>\$ 48,814</u>

Depreciation expense was charged to Governmental Activities - general government for \$1,360 at June 30, 2008.

**SENECA TOWNSHIP**  
**Notes to Financial Statements**  
**June 30, 2008**

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**NOTE 6 – LONG – TERM DEBT**

The government owes on an unsecured note with Lenawee County, Michigan for the Ellis Highway Bridge work. This is due over three years at no interest per year. Balance due in 2008.

<u>Year</u>	<u>Payment Amount</u>	<u>Interest</u>	<u>Principle</u>
2008-2009	<u>\$18,210</u>	<u>\$ ---</u>	<u>\$18,210</u>
	<u>\$18,210</u>	<u>\$ ---</u>	<u>\$18,210</u>

The only debt service requirements of the government are shown above.

**NOTE 7 – RISK MANAGEMENT**

The government is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During the year ended June 30, 2008, the government carried insurance through commercial carriers, to cover all risks of losses. The government has had no settled claims resulting from those risks that exceeded its coverage in any of the past three fiscal years.

**NOTE 8 – PROPERTY TAXES**

The government's property taxes are levied each year, on the taxable valuation of property located within the Township. These taxes are due by February 14, with final collection date of February 28, before they are added to the county tax rolls.

Delinquent real property taxes are reimbursed to the local unit through a county revolving tax fund.

The Township receives \$34,338 for general operations and \$76,319 for road and bridges. There is a special assessment for Advance Life Support of \$37,500.

**NOTE 9 – PENSION**

The government has no pension, and has elected to be inclusive in the social security system.

**SENECA TOWNSHIP**  
**Budgetary Comparison Schedule**  
**General Fund**  
**For The Year Ended June 30, 2008**

	<b><u>Budget Original</u></b>	<b><u>Budget Final</u></b>	<b><u>Actual</u></b>	<b><u>Actual Over (Under) Final Budget</u></b>
<b><u>BEGINNING OF YEAR</u></b>				
<b><u>FUND BALANCE</u></b>	\$172,935	\$172,935	\$172,935	\$ ---
Property Taxes and Special Assessments	143,073	143,073	148,291	5,218
Intergovernmental	72,000	72,000	91,055	19,055
Licenses and Permits	5,000	5,000	3,589	(1,411)
Charge for Services	8,456	8,456	8,507	51
Interest Income	2,000	2,000	1,958	(42)
Other	1,200	1,200	8,696	7,496
Metro Act	3,300	3,300	3,377	77
<b>Total Revenues</b>	<b><u>235,029</u></b>	<b><u>235,029</u></b>	<b><u>265,473</u></b>	<b><u>30,444</u></b>
<b><u>EXPENDITURES</u></b>				
<b>General Government:</b>				
Township Board	7,350	7,350	4,764	2,586
Supervisor	8,475	8,475	8,099	376
Elections	1,500	1,500	1,191	309
Professional Fees	6,900	6,900	2,298	4,602
Clerk	10,451	10,451	9,735	716
Treasurer	10,275	10,275	8,747	1,528
Board of Review	500	600	566	34
Township Hall	12,100	3,400	3,348	52
Assessor	13,090	13,240	13,220	20
Cemetery	3,100	3,100	2,880	220
<b>Total General Government</b>	<b><u>73,741</u></b>	<b><u>65,291</u></b>	<b><u>54,848</u></b>	<b><u>10,443</u></b>
<b>Public Safety:</b>				
Inspections	5,000	5,000	2,948	2,052
Fire	34,075	34,075	25,557	8,518
Advanced Life Support	47,500	46,350	35,250	11,100
<b>Total Public Safety</b>	<b><u>86,575</u></b>	<b><u>85,425</u></b>	<b><u>63,755</u></b>	<b><u>21,670</u></b>



**SENECA TOWNSHIP**  
**Budgetary Comparison Schedule**  
**General Fund**  
**For The Year Ended June 30, 2008**

	<b><u>Budget Original</u></b>	<b><u>Budget Final</u></b>	<b><u>Actual</u></b>	<b><u>Actual Over (Under) Final Budget</u></b>
<b>Public Works:</b>				
Sanitation	12,000	10,685	9,339	1,346
Drains	3,500	5,815	5,807	8
Street Lights	800	800	835	(35)
Highways & Bridges	<u>120,000</u>	<u>120,000</u>	<u>119,500</u>	<u>500</u>
<b>Total Public Works</b>	<u>136,300</u>	<u>137,300</u>	<u>135,481</u>	<u>1,819</u>
<b>Community &amp; Economic Development:</b>				
Zoning and Planning	<u>2,500</u>	<u>2,650</u>	<u>2,058</u>	<u>592</u>
<b>Total Community &amp; Economic Development</b>	<u>2,500</u>	<u>2,650</u>	<u>2,058</u>	<u>592</u>
<b>Other Functions</b>	<u>3,800</u>	<u>3,800</u>	<u>3,313</u>	<u>487</u>
<b>Capital Outlay</b>	<u>---</u>	<u>8,450</u>	<u>7,962</u>	<u>488</u>
<b>Total Expenditures</b>	<u>302,916</u>	<u>302,916</u>	<u>267,417</u>	<u>35,499</u>
<b>End of Year Fund Balance</b>	<u>\$105,048</u>	<u>\$105,048</u>	<u>\$170,991</u>	<u>\$65,943</u>

# PHILIP R. RUBLEY

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PHILIP R. RUBLEY, C.P.A.

MEMBERS OF  
AMERICAN INSTITUTE OF C.P.A.'S  
& THE MICHIGAN ASSOCIATION OF C.P.A.'S

October 10, 2008

**Township Board  
Seneca Township  
Lenawee County, Michigan**

We have examined the financial statements of Seneca Township, Lenawee County, Michigan as of and for the year ended June 30, 2008, and have issued our report thereon dated October 10, 2008. As a part of our examination, we made a study and evaluation of the Township's system of internal accounting control to the extent we considered necessary to evaluate the system as required by auditing standards generally accepted in the United States of America. Under these standards, the purposes of such an evaluation are to establish a basis for reliance on the system of internal accounting control in determining the nature, timing and extent of other auditing procedures that are necessary for expressing an opinion on the financial statement and to assist the auditor in planning and performing his examination of the financial statements.

The objective of internal accounting control is to provide reasonable, but not absolute, assurance as to the safeguarding of assets against loss from unauthorized use or disposition, and the reliability of financial records for preparing financial statements and maintaining accountability for assets. The concept of reasonable assurance recognizes that the cost of a system of internal accounting control should not exceed the benefits derived and also recognizes that the evaluation of these factors necessarily requires estimates and judgments by management.

There are inherent limitations that should be recognized in considering the potential effectiveness of any system of internal accounting control. In the performance of most control procedures, errors can result from misunderstanding of instructions, mistakes of judgment, carelessness, or other personal factors. Control procedures whose effectiveness depends upon segregation of duties can be circumvented by collusion. Similarly, control procedures can be circumvented intentionally by management either with respect to the execution and recording of transactions or with respect to the estimates and judgments required in the preparation of financial statements.

Further, projection of any evaluation of internal accounting control to future periods is subject to the risk that the procedures may become inadequate because of changes in conditions and that the degree of compliance with the procedures may deteriorate. Our examination of the financial statements made in accordance with auditing standards generally accepted in the United States of America, including the study and evaluation of the Township's system of internal accounting control for the year ended June 30, 2008, that was made for the purpose set forth in the first paragraph of this report, would not necessarily disclose all weaknesses in the system because it was based on selective tests of accounting records and related data.

Such study and evaluation disclosed the following conditions which we consider to be material weaknesses for which corrective action by the management of Seneca Township is recommended:

**1. MAINTENANCE OF FIXED ASSETS**

The Township needs to maintain records of additions and disposals of fixed assets over threshold approved of \$1,000 even in the unaudited years.

**2. SEGREGATION OF DUTIES**

Because of the size and number of personal segregation of duties is a significant deficiency. This means at the basic level, no single individual should have control over two or more phases of a transaction or operation in the accounting function.

We feel however that because of managements oversight, that this is not a material weakness in the control system.

**3. FINANCIAL STATEMENTS**

Presently the Township is not able to prepare financial statements in compliance with general accepted principles.

**OTHER ITEMS FOR CONSIDERATION**

**1. SOFTWARE**

Consider going to a municipal software system.

Seneca Township  
October 10, 2008  
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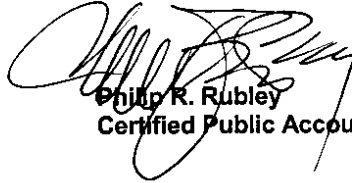
2. **CUSTODIAL RISK**

The Township has a custodial risk in case of bank failure. Consider protecting FDIC insurance by redistributing deposits with other banks.

The above mentioned conditions were considered in determining the nature, timing, and extent of audit tests to be applied to our examination of the financial statements, and this report does not modify our report dated October 10, 2008, on such financial statements.

If we can be of any further assistance, please do not hesitate in contacting us.

Sincerely Yours,

A handwritten signature in black ink, appearing to read "Philip R. Rubley", is written over the typed name and title.

Philip R. Rubley  
Certified Public Accountant

PRR/cab